

*Admiral contacts  
for*

**Office of  
Personnel Management**

Washington, D.C. 20415

In Reply Refer To:

**AUG 22 1980**

Your Reference:

**MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES**

*By October 1, 1981 or earlier, agencies must have in full operation all provisions of the Civil Service Reform Act. To meet these deadlines, interim actions must often be taken substantially earlier, even though specific dates are not mandated by law or regulation.*

*I want to especially call your attention to the fact that under a recent decision of the Federal Labor Relations Authority the contents of Performance Standards are not negotiable. However, the method of establishing performance standards, as well as matters related to impact and implementation, are negotiable. Agencies should give immediate attention to the required negotiations so that agreements can be reached on the way in which standards will be developed and applied. This should be accomplished so that agencies will have sufficient time to develop the actual standards before the statutory October 1, 1981 deadline.*

*Attached for your information is a list of critical actions and dates developed for use by OPM in monitoring agency progress. Certain of the dates included are those established by law (e.g., implementation of general performance appraisal by October, 1981). Others are based upon our own assessment of the amount of time required to accomplish a particular critical action. Many times this second category will include a range of dates. This was done because we realize that agencies vary greatly in size, organizational complexity, geographic dispersion and in staff resources available for CSRA implementation. The dates do represent our best judgment of the general timing required for major CSRA components. OPM monitoring will be focused on agency progress in meeting the dates.*

*Where OPM approval is required for agency plans or actions, you should submit them to us as far in advance of the deadline as possible. This approach will insure that problems can be identified while there is still time to resolve them satisfactorily and will provide sufficient time for you to implement the program within your organization.*

*I hope you will find this information useful.*

*Jule Sugarmen*  
Jule M. Sugarmen  
Deputy Director

Attachment